Dear Department Liaisons,

FI$Cal is scheduled to onboard the 2017 Release in early July. Below is information departments need to know for the 2017 Release Go Live:

FI$Cal System Unavailable
The FI$Cal System will be unavailable from Noon, Friday, July 7, to Noon, Monday, July 10, for cutover of the 2017 Release departments.

Workstation Configuration
Verify all workstations are configured as required for FI$Cal, notably browsers. Detailed information is available in the FI$Cal End User Workstation Configuration Guide at http://www.fiscal.ca.gov/access-fiscal/FISCal_Service_Center/index.html.

Production Freeze
During the cutover period for the 2017 Release Departments (June 30 to July 10), Production updates for configuration and role mapping will not be available. All updates will be processed after the freeze is lifted, beginning July 10.

FI$Cal User IDs and Passwords
New FI$Cal end users should receive their FI$Cal log-in credentials via email on the evening of July 9, 2017. The email communication will be sent to the end user email addresses provided by your department through role mapping activities. **New** FI$Cal end users are required to reset the one-time password provided via email **by 6:00 p.m. on Friday, July 14, 2017**. **Existing** FI$Cal end users will continue to use their current password, no new passwords will be provided.

Note: Do not copy the one-time password provided via email and paste it directly into the log-in screen. Copying the password may result in an unintentional space character added to the password, which will prevent end users from successfully logging in.

For detailed information on logging in and password resets, see the "Accessing FI$Cal 5.0 - How to log in" Job Aid available at http://www.fiscal.ca.gov/access-fiscal/job_aids.html.

Accessing FI$Cal
To access FI$Cal's PeopleSoft and Hyperion applications, navigate to the Access FI$Cal tab on the FI$Cal home page, www.fiscal.ca.gov. Once on the Access FI$Cal page, click the Access the FI$Cal application button to sign in.

The Access FI$Cal page also contains information about application outages and planned maintenance. You can also directly access information about training and the FI$Cal Service Center from this page.

Note: As a best practice, always access FI$Cal from the FI$Cal home page rather than via a bookmarked link.

For detailed information on accessing FI$Cal, see the "Accessing FI$Cal 5.0 - How to log in" Job Aid available at http://www.fiscal.ca.gov/access-fiscal/job_aids.html.

Role Changes

If your department requires any user or role additions/deletions/updates of end user access to FI$Cal after July 10, 2017, access the appropriate form (see below) under *End User Access Forms* at http://www.fiscal.ca.gov/access-fiscal/FISCal_Service_Center/index.html. All completed forms must be submitted by the Departmental Authority or a Designee (DAD) to the FI$Cal Service Center, fiscalservicecenter@fiscal.ca.gov. Do not send forms to the CMO mailbox.

Live Departments
- Submit TECH 330 (updates only) to FSC for new roles
  - TECH 330c – Wave 1, Wave 2 (except CFS) and 2016 Release
  - TECH 330e – Wave 2 CFS
- FI$Cal Identity Self-Service (ISS) Portal new roles will be available beginning of August
- Submit UARF/MARF/SRRF to FSC for existing roles

2017 Release Departments
- Submit TECH 736 (updates only) to FSC
- FI$Cal Identity Self-Service (ISS) Portal will be available beginning of August

2018, Deferred and Exempt Departments
- Submit TECH 330d (updates only) to FSC for new roles
- FI$Cal Identity Self-Service (ISS) Portal new role will be available beginning of August
- Continue to submit Statewide Budgeting SRRF to FSC for existing roles
- Continue to submit Statewide Procurement MARF to FSC for existing roles

If you have any questions, please contact the Change Management Office at fiscal.cmo@fiscal.ca.gov.